

BID OPENING: MARCH 26, 2009

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL JESSE SIMS. AFTER AWARD, REFER ALL QUESTIONS TO YOUR CONTRACT ADMINISTRATOR WHOSE NAME APPEARS IN THE UPPER PORTION OF THE PURCHASE ORDER. (202) 512-0307. NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS

U.S. Government Printing Office (GPO)
Washington, D.C.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions."

PRODUCT: 264 page publication with separate wraparound cover, perfect-bound. (Mailing Distribution Required.)

TITLE: 2009 Concepts and Programs Book.

QUANTITY: 60,017 copies, PLUS 50 QARC's.

TRIM SIZE: 6 x 9", bind on 9" dimension.

GOVERNMENT TO FURNISH: One DVD disk generated on Macintosh Model PowerBook G4 with System OS x – version 10.4.11 using Adobe InDesign CS3, Adobe Illustrator CS3 and Adobe Photoshop CS3 in native application format. Printer and screen fonts are included on the disk. NOTE: Convert RGB to CMYK, if necessary. One sample to be used as general guide.

NOTE: All files may not be available March 27, 2009; contractor may be required to make last minute –on site– changes. Contractor will be given 2 to 3 days advance notice.

One password protected CD-R containing 1,415 Microsoft Excel addresses for the mailing of a total of 52,956 copies to 1,415 addresses via reimbursable (contractor must prepay) "First Class" Mail rate. Call Joe Ann Lovett at (703)614-4816 for the password. These are all to be considered as US Postal Service addresses; contractor must NOT ship via UPS or FedEx.

RETURN ADDRESS FOR MAILING DISTRIBUTION: Contractor must create a return address to be included on all mailed packages from the following information:

HQ USMC (ARDE)
3000 Marine Corps Pentagon
Washington, DC 20350-3000

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and

define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

GPO Form 952 Desktop Publishing - Disk Information.

One reproduction proof, Form 905 (R. 6-03) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

PROOFS: One set of digital color content proofs for entire publication. At contractor's option, a film-based composite blueline may be submitted provided direct to plate is used to produce the final product. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

PLUS:

One set of digital one-piece composite laminated color proofs on the actual production stock (Kodak Approval, Screen TrueRite, Dupont Thermal Waterproof, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 dpi for entire publication. At contractor's option, a film-based composite laminated color proof on the actual production stock may be submitted provided direct to plate is used to produce the final product. The make and model number of the proofing system utilized shall be furnished with the proofs.

These proofs must have all elements in press configuration and must indicate margins. Proofs will be used for color match on press and must show dot structure. Inkjet, photographic, and overlay proofs are not acceptable. The proofs must contain color control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars (such as Brunner, GATF, GRETAG, or RIT) must show areas consisting of minimum 3/16 x 3/16" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

Representatives of the Government will inspect proofs at the contractor's plant.

The contractor must not print prior to receipt of an "OK to print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Text: White No. 2 Coated Text, Gloss Finish, Basis Weight: 80 lbs per 500 sheets, 25 x 38", equal to JCP Code A182. All text paper used in each copy must be of a uniform shade.

Cover: White No. 2 Coated Cover, Gloss-Finish, Basis weight: 80 lbs per 500 sheets, 20 x 26", equal to JCP Code L12. All cover paper must have the grain parallel to the spine.

PRINTING: Cover 1 thru 4 plus spine print head to head with type, line, and illustrations matter in builds of the four process inks throughout (heavy coverage with cover 2 solid process). Text prints circle folios pages 1 thru 264 head to head with type, line, and illustrations matter in builds of the four process inks throughout. Coat (after printing) the entire surface of covers 1 and 4 with a dulled back gloss UV finish. NOTE: The job maybe 264 pages, or it maybe more or less than 264 pages, under "OFFERS" you must have additional rate for 16, 8 and 4 page signatures.

PRESS SHEET INSPECTION: Call (202) 512-1162, between the hours of 8:00 a.m. and 2:00 p.m., prevailing eastern time, with 3 workdays notice.

Press sheets will be inspected at the contractor's plant for quality conformance. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain one color bar for each color placed parallel to the proofer's ink rollers. The control bars must show areas consisting of 3/16 x 3/16" minimum solid color patches; tint patches of 25, 50, 75%; dot gain scale (GATF, BRUNNER, or GRETAG); and gray balance patches for process color, repeated across the entire press sheet. The density must be constant across the full width of the sheet with deviations not to exceed plus or minus 5%. For viewing of the press sheets, the contractor must provide a densitometer and controlled lighting using overhead viewing lights with 5000 degree Kelvin lumination.

NOTE: Must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

WARNING: Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed.

PRIVACY ACT NOTIFICATION: This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

(1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.

(2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or

employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.

(3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

MARGINS: Cover and text has inadequate gripper margins, follow media furnished.

BINDING: Perfect-bind text and wraparound cover; trim three sides.

PACKING:

For Mailed Copies -- Pack suitable uniform quantities in jiffy bags, envelopes, or shipping containers suitable for mailing. See quantity breakdown under "Distribution" herein.

For Freight Copies -- Pack suitable uniform quantities in shipping containers.

LABELING AND MARKING (package and/or container label): Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level II.
- (b) Finishing Attributes -- Level II.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

- P-7. Electronic media.
- P-8. Electronic media.
- P-10. Proofs, Government furnished sample.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against specifications. The purchase order/specifications will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the purchase order/specifications must be included.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION:

-----F.O.B. Contractor's City-----

Note: These are all US Postal Service addresses; contractor must NOT ship via UPS or FedEx.

Mail 52,956 copies via Reimbursable (contractor must prepay) "First Class" Mail rate to 1,415 addresses. Must be sorted and prepared in packages and sacks as prescribed in the appropriate U.S. Postal Service manuals. Quantities with number of destinations following in parentheses are: 1(230); 2(20); 3(5); 4(14); 5(210); 8(5); 10(77); 15(136); 20(93); 24(1); 25(96); 30(47); 35(53); 40(21); 45(112); 50(60); 55(1); 60(1); 65(5); 75(38); 80(5); 85(15); 90(17); 100(37); 110(60); 120(3); 125(6); 130(1); 150(7); 175(8); 180(1); 200(15); 225(1); 250(1); 300(2); 350(1); 400(2); 500(3); 900(1); and 999(4). NOTE: Included in the aforementioned quantities, there are a total of 151 APO/FPO addresses for the mailing of 4,212 copies; and one foreign address receiving 5 copies. ALL mailing to be made at the First Class mail rate (reimbursable).

Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

In addition, the appropriate Postal form must be completed to include the number of pieces, weights, postal charges, class of mail, signed and verified by the entry post office. Copies of this documentation must be forwarded within five (5) days after mailing to the following address:

CMC/HQMC/ARDE, Attn: Joe Ann Lovett (703-614-4816), 2 Navy Drive, Room 1209, 1555 Southgate Rd., Arlington, VA 22214.

-----F.O.B. Destination-----

Deliver 500 copies five days after OK of proofs and the balance of copies after mailing (including 200 Departmental Random Blue Label Copies) to: Headquarters, U.S. Marine Corps, The Pentagon, RM 4D328, Washington, D.C. 20380-1775. Attn: Mike Yasher (703) 697-5136.

Deliver 50 sample copies and all furnished materials to: CMC/HQMC/ARDE, Attn: Rebecca Bateman (703-614-4816), 2 Navy Drive, Room 1209, Washington, DC 20380.

Deliver 2 copies, marked "File Copies" to the Library of Congress, Madison Building, Anglo-American Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, D.C. 20540.

Deliver 15 copies marked "Depository Copies, Item 0384-A-02" to the U. S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Washington, D.C. 20401. Any cartons containing "Depository Copies", that are mailed to the GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE: Furnished material will be available for pick up at the U.S. Government Printing Office, 27 G St., NW, Washington, D.C. 20401, on March 27, 2009.

The contractor must notify the GPO of the date and time the proof/press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 3 workday(s) prior to the inspection. Notify the U.S. Government Printing Office, Contract Management Division, Quality Assurance Section (PPSQ), Washington, DC 20401, or telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00

am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Deliver 500 copies five days after OK of proofs (see "DISTRIBUTION").

Mail/Deliver complete on or before April 20, 2009.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, D.C. area, (202) 512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 100 copies PLUS additional cost for 16, 8 and 4 pages. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

Contractor is required, when billing, to itemize the shipping cost.

SUBMIT BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 45 G Street NW, Room B-104, Washington, D.C. 20404. **FACSIMILE BIDS are permitted. Submit TWO copies of each facsimile bid to FAX No. 202-512-1782, one bid per facsimile.** Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Paragraph 6.